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MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics Third Quarterly Review

1. The Office of Logistics (OL) Third Quarterly Review was held on 25 July, [REDACTED]. The session was attended by the DDA, ADDA, EO/DDA, and members of the DA Management Staff. 25X1
2. [REDACTED] (DD/OL), opened the review at 0930 hours by presenting a brief preview of the morning agenda. Following his opening remarks he introduced the first scheduled speaker, [REDACTED] (OL/P&PD). 25X1
3. [REDACTED] topic for discussion was the Implementation of the OL Digital Prepress System. He indicated that since the last reporting period, OL representatives visited a number of vendor sites to view their progress on pagination systems. Based on the results of this survey, a revised request for proposal (RFP) was forwarded to six vendors, and a final contract is scheduled to be awarded circa late September. Once the pagination/page makeup system is installed, it should greatly increase current Agency composition capabilities and provide additional services in File Management, Image Processing, and Laser Proofing. Color processing capabilities will be added to the system at a later date. 25X1
4. [REDACTED] (OL/HOME), followed with an interesting presentation concerning the status of projects currently underway within the OL "Quality of Life" program at HQS. These projects include: 25X1
  - a. Completion of the Upgrade to the HQS Gymnasium.
  - b. Redecoration of OMS HQS Facilities.
  - c. New tile for the ground floor of HQS Bldg.
  - d. Repair of the Damaged Paris Map Section.
  - e. Repair of the Tunnel.
  - f. Upgrades to the Womens' Lounge and Employee's Cafeteria.

Additionally, a cost effective program is being developed to improve the HQS lighting effect. Plans call for the installation of defusers which will be more cost effective than replacing the existing fixtures.



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5. Next, [ ] (C/TG/DAS/IMSS), spoke on establishing overseas Personal Computer (PC) Capabilities for logistical record keeping. He indicated the acquisition and subsequent installation of tempest-approved Wang PC units will result in a simplified training program for all Logistics Officers going overseas and serve to efficiently track accountable property. The units will have the capability to interconnect with compatible word processing systems if needed, as well as provide logistical accounting services. Plans are to begin overseas installations at select Office of Communication's Area Headquarters following the resolve of hardware maintenance and security issues.

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6. [ ] (C/HOME), addressed the audience on the Corrective Actions to 1983 Customer Surveys in HOME. He stated that the results of the surveys indicated a number of problem areas that needed immediate attention and since the last reporting period significant accomplishments have been made in rectifying these problems. However, a few major items continue to require attention. Areas of concern include Architectural Design response, GSA attention to Agency requirements, and the need to publicize the services rendered by the Agency's Interior Design Consultant. Progressive action is currently underway to implement necessary improvements to these problems.

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7. The requirement to resolve the Issues of the Agency Takeover of Maintenance and Operations (M&O) of Headquarters Facilities from GSA was addressed by [ ] (C/O&MB/HOME). He stated that many items of resolve have to be overcome to ensure a smooth transition from GSA to contractor support. He noted that there is a critical need to replace GSA power house employees as soon as possible. Additionally, it is necessary to identify available GSA stores and equipment for turnover to the contractor. Another priority item of concern is identifying and coordinating the work orders that GSA will not be able to complete. Daily meetings are currently being held in attempts to resolve all issues prior to 1 October 84. He emphasized that Agency security and policy guidelines are being closely followed during all discussions with GSA and contractor personnel.

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8. Closing remarks by [ ] included a report on the Office of Logistics program for providing information and education to Agency employees. Courses currently are being offered to supplement available OTE training, and conferences are being held on logistical and secretarial topics of mutual interest. Appropriate Agency speakers are called in to participate in these open sessions. Additionally, regularly planned trips by the Chief and Deputy Chief OL to logistical outstations

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have been organized. Interviews with assigned Logistics officers at these facilities have improved morale and increased employee interest in OL activities. Following Mr. Fitzwater's favorable comments regarding the new bus service from the West lot, [ ] expressed his thanks to all speakers and participants. He then adjourned the session at 1100 hours.

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DA Planning Officer

Original - DDA/MS Subject

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